

**AGREEMENT ON MANAGING USE OF
YORK COUNTY SCHOOL AND PARK FACILITIES**

THIS AGREEMENT made this —_____ day of ~~August~~_____,
~~1997-2005~~ by and between the County School Board of York County,
Virginia (hereinafter "Board") and the Board of Supervisors of
York County, Virginia (hereinafter "County") is for the purpose
of optimizing the use of public school and park facilities for
all citizens of York County.

RECITALS

Playing fields, grounds, gymnasiums, and physical education
spaces of elementary, middle and high schools and County parks
are resources available to citizens of York for community
activities and recreational purposes. Efficient and fair use of
these resources requires coordination of scheduling, development
of priorities and assignment of responsibility for maintenance
and cleaning.

AGREEMENT

NOW, THEREFORE, the Board and County agree as follows:

1. Scheduling Activities.

A. Playing Fields and Grounds.

(i) The County's Division of Parks and Recreation
will schedule all events to be conducted on any playing field or
grounds at middle schools ~~(except Grafton Middle School)~~ and
elementary schools, except on school days, to the extent
provided in this Agreement, and on dates specified in advance
for school use.— Grafton Middle School facilities shall be
scheduled by the principals of the Grafton School Complex in the

same manner as Grafton High School facilities. On school days, the School Division will schedule all events to be conducted at a middle school before 5:00 p.m. or at an elementary school before 4:00 p.m. and Parks and Recreation will schedule all other events after those times. The Division of Parks and Recreation will determine the playability of fields on days with inclement weather and communicate a final decision to the contact person for any group scheduled by the Division of Parks and Recreation to use a field on such days.

(ii) Each high school principal or his/her designee shall schedule all use of high school fields and grounds by non-school groups. ~~At Grafton High School/Grafton Middle School the principal for operations will schedule all use of fields and grounds on the campus.~~ High school principals or his/her designees will determine the playability of fields on days with inclement weather and communicate a final decision to the contact person for any group scheduled by the principal or his/her designee to use a field on such days.

(iii) Only groups authorized by the above listed authorities have the right to claim the use of a facility at a specific time on a particular date, except for those groups which have a contractual right based on a formal agreement with the School Board or County. All other groups can use the facilities only on a space available basis.

B. Indoor Facilities.

(i) Principals of elementary school equipped with gymnasiums or physical education spaces including the auxiliary rooms associated with the Seaford and Dare gyms, shall assign those spaces to the Division of Parks and Recreation, for scheduling non-school groups, when the school, School Board

lessees, and school sponsored groups and activities have no need for such facilities after 4:00 p. m. on school days and all day on non-school days.

(ii) Middle school principals shall assign gymnasiums to the Division of Parks and Recreation, for scheduling of non-school groups when the school, School Board lessees, and school sponsored groups and activities have no need for such facilities after 5:00 p. m. on school days and all day on non-school days. Grafton Middle School facilities shall be scheduled by the principals s of the Grafton School Complex ~~for operations~~ in the same manner as Grafton High School facilities.

(iii) High School principals, or their designees, shall schedule all use of high school indoor facilities in accordance with the current edition of the Superintendent's Standard Operating Procedure, **Scheduling of High School Athletic Facilities for Non-School Groups.**

(iv) Unless authorized by a school principal or the Division of Parks and Recreation, no person or group of persons has a right to use an indoor school facility, except for those groups which have a contractual right based on a formal agreement with the School Board or County.

2. Master Schedule Responsibilities.

Master schedules will be maintained by the school principal and Division of Parks and Recreation for those times and dates under their exclusive scheduling control. School master schedules shall be maintained in the school office. Parks and Recreation will maintain its master schedule in the Parks and Recreation office. Only school staff or Parks and Recreation staff shall enter data and make changes to their respective

schedules.

3. Scheduling Priorities.

A. High School and Middle School Facilities.

Priority for scheduling indoor and outdoor events at all high school and middle school facilities will be as follows:

1. School Division events*.
2. Parks and Recreation events, including Little League.
3. Other public agency sponsored events.
4. York County private organization activities.
5. Other activities on a first-come, first-served basis.

**At Tabb Middle School's lighted fields: after 5:00 p.m. Tabb Middle School events shall have first priority, and Parks and Recreation events shall have next highest priority.*

B. Elementary School Facilities.

Priority for scheduling indoor and outdoor events at all elementary schools will be as follows:

1. School Division events*.
2. School Board lessee events in leased spaces.
3. Parks and Recreation events, including Little League.
4. Other public agency sponsored events.
5. York County private organization activities.
6. Other activities on a first-come, first-served basis.

**except for the use of lighted athletic fields and gymnasiums at Coventry, Dare and Magruder Elementary Schools in which Parks and Recreation events have first priority on non-school days and after 5:00 p.m. on school days.*

C. Park Facilities.

Priority for scheduling events at all park facilities except New Quarter Park and Kiln Creek Park will be as follows:

1. Parks and Recreation events.
2. School Division events.
3. Other public agency sponsored events.
4. York County private organization activities.
5. Other activities on a first-come, first-served basis.

Kiln Creek Park shall be managed pursuant to the lease agreement between the Board and the County for that facility.

4. Schedule Submissions and Schedule Changes.

A. Deadlines.

The School Division and Parks and Recreation will submit facility use requests to the scheduling authority identified in paragraph 1, Scheduling Activities, above according to the following timetable:

<u>DEADLINE</u>	<u>USAGE DATES</u>
June 1	September 1 to December 1
September 1	December 1 to March 1
December 1	March 1 to June 1
March 1	June 1 to September 1

Requests made by groups other than the School Division or Parks and Recreation will not be approved prior to the specified deadline or until the School Division and Parks and Recreation schedules are finalized.

B. Changing a scheduled event.

(i) A higher priority event can bump a lower priority event for a given time and date if rescheduled more than 48 hours before the bumped event except as stated in subparagraph 4.C below. However, if the lower priority group has a substantial number of people involved and wishes to appeal the schedule change, the appeal can be made to the school principal/Manager of

Parks and Recreation. The appeal will be forwarded immediately to the Deputy Superintendent for Operations and to the Director of Community Services who shall confer and decide the issue appealed within 24 hours of the filing of the appeal.

(ii) A change in schedule can be made less than 48 hours before an event if the change is required by inclement weather, other acts of God, or acts of third parties. The schedule change is subject to the same appeal process as stated above.

5. Cleanliness of Facilities and Grounds.

A. Equipment.

The County Department of General Services will provide adequate numbers of trash receptacles at parks and elementary, middle and high school athletic fields.

B. User responsibilities.

The group using the facility shall be responsible for clean up of the facility after the event and shall deposit all trash in the receptacles provided. Trash in excess of the receptacles' capacity shall be carried to the facility's dumpster or taken off site and disposed of properly.

C. Servicing trash receptacles.

At a minimum, school custodians shall empty athletic field trash receptacles each Monday and Friday.

D. Notice of user responsibilities.

Parks and Recreation and the School Division shall implement appropriate administrative procedures to inform groups of their clean-up responsibilities.

6. Facilities Management.

Parks and Recreation shall manage the use of and the School Division shall be responsible for all maintenance and repairs of the small storage shed/concession stand on Seaford Elementary School's grounds.

7. Security

A. Field and Grounds.

Parks and Recreation shall control access to outside facilities as appropriate and shall maintain a security system for gate keys where provided. At a minimum, the security measures shall prohibit duplication of keys by private groups or replacement of locks by private groups. The School Division will be issued as many keys as deemed necessary and may request additional keys from Parks and Recreation as needed. The School Division will provide Parks and Recreation keys to access the School Division facilities/areas as listed in ATTACHMENT A.

B. Indoor Facilities.

Use of indoor facilities by groups scheduled through Parks and Recreation shall not compromise the internal security of any school building. To this end, Board or County employees must be present as follows when an indoor facility is used:

1. All gymnasiums and elementary school physical education spaces - Parks and Recreation adult employee present.
2. Other elementary schools' facilities - a Board employee present.

On regular school days when a custodian is normally present in a school building, no charge will be made for the custodian's presence for security purposes. On occasions when a custodian is not normally assigned, Parks and Recreation, by appropriate fund transfer, shall pay to the School Division the equivalent hourly

wage for the custodian's time in the building for security purposes. Outside groups using the facility shall be expected to cover this cost.

8. Grounds Maintenance.

Parks and Recreation shall coordinate with the County's Department of General Services as necessary to support non-school events. For school events the school principal shall coordinate requests for special support directly with the County's Department of General Services.

9. Standard Procedures.

A. General.

Parks and Recreation and the School Division shall establish such administrative procedures as deemed appropriate to inform and advise the citizens of York County of the criteria and procedures for scheduling facilities. Requests for use of facilities shall be submitted to the scheduling authority identified in paragraph 1, Scheduling Activities, of this agreement.

B. Facility Use Request Form.

Exhibit ONE to the Agreement is the Facility Request Form to be executed by the County, Board, public agencies, private organizations, groups or individuals desiring to schedule events at parks or schools' fields and grounds and schools' indoor facilities. The standard agreement on the back of the form incorporates the administrative procedures which the County and School Division deem appropriate to the administration of the program. The County and Board agree to comply with the terms of Exhibit ONE whenever an event is held at a County or Board facility.

10. Fees, Charges, and Utilities.

A. General.

Except as expressly identified herein, no fees or charges shall apply to the County's or the Board's use of facilities covered under this Agreement. The County or Board may charge other groups fees to use facilities as approved by their respective Boards.

B. Utility Costs.

Both the County and Board understand the need to conserve

resources and utilities. When possible their staffs will make every effort to coordinate and consolidate activities to best conserve resources. The responsibility for the payment of utilities for the sites and facilities is specified below:

<u>Site</u>	<u>Description</u>	<u>Responsibility</u>
County Parks	All Utilities	County
High Schools	All Utilities	School Division
Bailey Field	All Utilities	School Division
Middle Schools*	All Utilities	School Division
Elementary Schools*	All Utilities	School Division

**Except the athletic field lights metered independently which electric bill will be paid by the County and the water bill for field irrigation systems metered independently which will be paid by the County.*

C. Little League use of high school ball fields.

Little League can request to use high school baseball and softball fields for a fee that ensures the fields are maintained by a School Board employee at a standard which meets VHSL and school standards. The fields will be used by Little League as is, i.e., without changes to field dimensions or physical characteristics. The fee will be determined by the principal in conjunction with the Director of ~~Secondary Schools~~School Administration and the Deputy Superintendent for Operations and will be charged to Little League on a seasonal basis prior to the start of the season.

D. Private Organizations' use of high school ball fields.

A private organization desiring to use a high school baseball or softball field on a continuing basis during the summer months will pay a maintenance fee established by the principal in conjunction with the Director of ~~Secondary Schools~~School Administration and the Deputy Superintendent for

Operations. Single use will be requested using Exhibit ONE. All such use shall be consistent with Little League's seasonal schedule for the requested facilities.

11. Amendments

This Agreement can be amended as agreed in writing by both parties. Exhibit ONE and ATTACHMENT A can be amended independently of this Agreement but such amendment shall be approved formally by the Division Superintendent for the Board and the County Administrator for the County before the amendment becomes effective. Facilities constructed subsequent to this Agreement shall be added to the appropriate category and subjected to the priorities and scheduling authority stated herein. If an issue arises regarding a new facility it will be resolved by the County Administrator and School Superintendent.

12. Term

The term of this Agreement shall be for one year from the date first shown above. The Agreement shall be renewed annually for additional one year terms without any actions by either party. Either party can terminate the Agreement 180 days after the date of written notice to the other party of the intent to terminate the Agreement.

13. Entire Agreement

The foregoing represents the entire agreement on scheduling school and park facilities between the parties. Any other understanding, commitment or agreement is without effect.

IN WITNESS WHEREOF the parties have executed this Agreement, the Board pursuant to its **Motion** and the County pursuant to its Resolution ~~R97-201~~R05-139.

County School Board of York County

By: _____
STEVEN R. STAPLES, ED. D
DIVISION SUPERINTENDENT

ATTEST:

CLERK OF COUNTY SCHOOL BOARD

Board of Supervisors of York County

BY: _____
~~DANIEL M. STUCK~~
James O. McReynolds
COUNTY ADMINISTRATOR

ATTEST:

Approved as to Form:

~~William M. Hackworth~~
James E. Barnett, Jr.
COUNTY ATTORNEY

ATTACHMENT A

Security Procedures for access to School Division Facilities.

I. Keys to be provided to County Parks and Recreation.

The Board shall provide to Parks and Recreation keys to the locks on doors to the following facilities. Duplication of the original issue of keys by Parks and Recreation is not authorized. All duplication will be performed by the School Division's Department of Maintenance.

1. Fields and Grounds.

Tabb Middle School

Outside Storage Building

Mount Vernon Elementary School

Outside Parks and Recreation storage

Coventry Elementary

Outside Parks and Recreation storage

Dare Elementary

Outside Parks and Recreation storage

Magruder Elementary

Outside Parks and Recreation storage

Seaford Elementary

Outside Parks and Recreation storage

2. Indoor Facilities.

Coventry Elementary

Gymnasium, inside Parks and Recreation storage areas
and gymnasium restrooms

Dare Elementary

Gymnasium, inside Parks and Recreation storage areas,
gymnasium restrooms, multipurpose room, and audio

equipment room.

Grafton Bethel

Physical Education space, lights, and restrooms

Magruder Elementary

Gymnasium, inside Parks and Recreation storage areas
and gymnasium restrooms

Mount Vernon Elementary ~~School~~

School entrance/gymnasium and Parks and Recreation
storage

Seaford Elementary

Gymnasium, inside Parks and Recreation storage areas,
gymnasium restrooms, multipurpose room, lights, and
audio equipment room.

Tabb Elementary

Physical Education space and restrooms

Yorktown Elementary

Physical Education space and restrooms

Tabb Middle

School entrance/gymnasium

York Middle

School entrance/gymnasium

II. Keys to be provided to the School Division's Director of Maintenance.

The County shall provide to the Board's Director of Maintenance keys to locks on access gates installed on school grounds. Duplication of the original issue of keys by School Board employees is not authorized. All duplication will be performed by the County's Department of General Services.